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BUREAU OF LAND MANAGEMENT  
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Instruction Memorandum No. CO-2001-031  
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To: All Field Office Managers and Center Directors

From: Deputy State Director, Resource Services

Subject: Documenting Land Use Plan Maintenance, Amendments and Implementation

The "Blue Sheet" Plan Maintenance System was initiated in 1985 with Colorado Instruction Memorandum No. 85-327, and then was incorporated into the Colorado Resource Management Plan User's Handbook in June, 1986. This simple, straightforward system has served us and many offices in other states well, however, it is probably time that we take a new look at how to best document plan maintenance in light of current organizational arrangements and increased use of automation. Although the "Blue Sheet" System provides an excellent method for documenting maintenance changes, it was not accompanied with guidance describing what constitutes a maintenance change.

Plan amendments are prepared as separate documents, and there has not been a consistently used method for incorporating amendments into the planning record. A companion "Yellow Sheet" process was proposed and adopted by some offices in 1985.

Plan Implementation has been documented through a process that involves preparation of an Implementation Schedule immediately following completion of the Resource Management Plan (RMP). The implementation schedule is then used in annual work planning, and progress is tracked by updating implementation worksheets. This process, described in WO Interim Manual Sections 1617 and 1630 and Handbook 1630-1 has proved to be too onerous given our present organizational arrangements and staffing. An earlier attempt in 1993, to automate this process failed due to staffing cuts, computer hardware/software changes and changing management priorities. As a result, offices were left using a variety of systems which included the "Blue Sheet" or modified "Blue Sheet" System, while others use locally developed "dBase" automated systems which are no longer compatible with BLM software standards.

At last year's Colorado Planning Workshop the need to develop a consistent approach to

documenting plan maintenance, amendments, and implementation, that utilizes the experience gained in using our RMP's and technological capabilities was discussed and this proposal was presented as a draft Instruction Memorandum. It has now been reformatted as a Colorado Handbook for Plan Maintenance, Amendment, and Implementation Documentation. This Handbook was developed in consultation with state program leaders.

At a minimum, all offices must be using the "Blue Sheet" or equivalent system, so that planning information is current and useable for inputting to an automated system when one is developed.

The Colorado Handbook redescribes the "Blue Sheet" System and its companion "Yellow Sheet" (Amendment), and "Green Sheet" (Implementation Worksheet) Systems. The Colorado Handbook also contains draft criteria to be used in determining when to document maintenance changes, provided by the program specialists.

The dynamic nature of these plans makes it imperative and beneficial for everyone involved to capture, convert, and maintain as much information as is practical in a computerized electronic format. The obvious benefits of adopting this convention are:

1. Electronic files are much easier to review, update, maintain and share with others who need them.
2. Information becomes more stable and enduring over time with personnel changes with less loss of "corporate knowledge."
3. Information management and analytical tools such as word processors, databases, spreadsheets, and Geographic Information Systems (GIS) can be used to analyze the data for decision support and display it visually for more effective communications.

GIS Specialists and Information Resource Management support personnel will be available to provide assistance with hardware, software, and data management issues.

Signed by  
Dave Strunk  
Acting Deputy State Director,  
Resource Services

Authenticated by  
Don Snow  
EMS Operator

1- Attachment  
Colorado Handbook (H-1601-1) for Plan Maintenance,  
Amendment, and Implementation Documentation